

PART II – SMALL PROJECTS

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CHAPTER 4

SMALL PROJECTS: FEES AND PERMIT PROCESS

FEES FOR SMALL PROJECTS

Fees for small projects are based on the type and number of activities proposed. Fees are charged for plan review and City inspection. The total fee is the number of standardized time units multiplied by the time charge per unit (current unit charge is listed in Current Fees Handout). There is a minimum charge as well as a maximum total fee for a small-scale project (see Current Fees Handout). Time units are as follows:

Type Of Activity	What Is Reviewed	Time Units
Clearing of 5,000 - 30,000 square feet	Erosion control	2
Earthwork of 50 - 500 cubic yards	Erosion control	2
Work in sensitive area	Impacts to sensitive area	1
Change in grade of 4 feet or more	Slope stability, surface drainage	1
Work in Right-of Way	(Right-of-Way Permit Required)	0
Work in an Easement	Possible impacts to existing facilities	0
Private drainage system	Hydrologic/hydraulic analysis	2
Public drainage system	Hydrologic/hydraulic analysis	2
Modifications to SWM system	Hydrologic/hydraulic analysis	2
Tree Cutting (11 or more)	Erosion and slope stability	1
		Total Time Units_____

Of The Total Fee, A deposit (as shown in the Current Fees Handout) Is Paid With The Application And Is Non-Refundable

The Remainder Of The Fee Shall Be Paid At Permit Issuance

Performance security may be required prior to issuance of a permit. Security Requirements Are Determined After Application

PERMIT PROCESS FOR SMALL PROJECTS

The following is an overview of the steps and requirements for projects proposing Regulated Activities (see section 20E.70.050 of the Community Development Guide) that require only a

Clearing/Grading and Stormwater Management approval (and no other approvals). The party responsible at each step is shown in the left column.

Applicant

I. Project Proposal

- A. Prepare plans - an Application Checklist for plan preparation is found in Chapter 5.
- B. Prepare SEPA Checklist (if required -- Consult City Stormwater Engineer prior to application).
 - 1. Most small projects are exempt from the SEPA process. However, if any work is proposed in a sensitive area (20C.40) the City will require the completion of the environmental checklist. The Technical Committee may require any project to complete the SEPA process.
 - 2. Checklists are available at the Permit Center. Redmond has modified the state standard checklist. Therefore, only a City of Redmond SEPA checklist will be accepted. Complete the checklist to the best of your ability.

Applicant

II. Complete Applications

All the following must be completed and submitted to the City Stormwater Engineer for review for the application to be considered complete. Only complete applications will be processed.

- A. 1 copy of a completed General Application form (found in Appendix A-2 of this Notebook and available at the Permit Center).
- B. 1 set of Plans and computations including the applicable information on the application requirements checklist (see Chapter 5).
- C. Application fee deposit.

City	<p>III. City Review Process</p> <p>Projects that require SEPA approval will be processed through the Technical Committee. The Stormwater Engineering Division will process projects that do not require SEPA review.</p> <ul style="list-style-type: none"> A. The project engineer or applicant will be contacted when the review is complete. B. The plans and computations are red-lined and one set of each is returned to the applicant with a Plan Review Checklist completed by the City.
Applicant	<p>IV. Revision And Resubmittal, If Required.</p> <ul style="list-style-type: none"> A. Revise plans per the City's comments. B. Resubmit the last set of red-lined prints and computations, the Plan Review Checklist and 1 set of revised plans and computations as stated above.
City	<p>V. Review Of Revised Plans</p> <ul style="list-style-type: none"> A. Once all comments have been satisfactorily addressed, the City will proceed with plan approval. B. The project engineer or applicant will be contacted.
Applicant	<p>VI. Submit Original Plans For City Approval.</p>
City	<p>VII. Plan Approval</p> <p>Plans are approved by signature and returned to the applicant or engineer for reproduction as required.</p>
Applicant	<p>VIII. Submittal Of Permit Prints (not always required)</p> <p>Submit 3 sets of prints made from the signed plans to Stormwater Engineer.</p>
City	<p>IX. Permit Preparation And Plan Distribution</p> <p>The Stormwater Engineer prepares the permit letter, signs it, calculates the remaining fee and determines performance bonds per the standard list. The completed permit package is sent to the Permit Center. The project engineer or applicant will be contacted by the Permit Center when the permit is ready to be issued.</p>

Applicant

X. Obtain Permit

When Applicant is notified that the permit is ready to issue, Applicant needs to come to the Permit center and pay any remaining fees and post required bonds. The Permit Letter is then issued.

Applicant

XI. Pre-Construction Meetings

After plan approval and after submitting permit prints, Applicant may be required to contact the Construction Division and schedule a Pre-Construction meeting. Contact the Construction Division at 556-2723 for the date, time and location (the inspector may have the meeting at the site). In addition to permit issuance, construction may not begin before having a Pre-Construction meeting (unless waived by the Construction Division).

City

XII. Cancellation Of Non-Issued Permits

- A. The permit is only valid for a designated time. It may be to the applicant's benefit to wait until construction is ready to begin before picking up the permit.
- B. The permit will be held for a maximum six months without issuance (unless specifically stated otherwise in the conditions of approval) but will then be nullified after this period if not picked up. The permit application would have to be started again, from the beginning, if the project is still desired. A new application may be required by the Public Works Department.

Applicant

XIII. Permit Extension Request - (Optional)

- A. If the proposed work cannot be completed within the time covered by the permit an extension may be granted. Additional fees for inspection and renewal are required for extension.
- B. The applicant must submit a written extension request to the Stormwater Engineer at least two working days before the expiration of the permit.

CHAPTER 5

SMALL PROJECTS:

APPLICATION REQUIREMENTS

These application requirements are for Clearing and Grading and Stormwater Activities that require a permit which involve only clearing, grading and/or stormwater facilities (projects that do not require Building Permit review, Site Plan review or Subdivision review).

Small projects are projects that clear less than 30,000 square feet, move less than 500 cubic yards of soil, and create less than 5,000 square feet of impervious area.

- ___1. Written description outlining proposed activity.
- ___2. Existing property lines (include bearings and distances).
- ___3. Existing contours - 2 foot contour interval (information may be available from the City) - show as dashed lines.
- ___4. Sketch showing proposed activity. This may require an engineer's endorsement; see City Stormwater Engineer before submittals.
- ___5. Owner Information - name, address and contact.
- ___6. Project and Site Information - title, tax parcel or plat (and lot) number.
- ___7. Existing utilities - identify type and size (information may be available from the City).
- ___8. Slope analysis - identify slopes 40% or greater
- ___9. Locations and drip lines of trees 6 inch caliper or greater (measured 4 feet above existing grade. (Only those trees to be cleared or trees within 50 ft of cleared areas need to be specifically designated.)
- ___10. Roadways - existing and proposed (label name/number and identify public or private).
- ___11. Existing surface waters (Streams, Lakes, Wetlands, etc.)
- ___12. Existing adjacent property information within 50 feet of work area and any offsite area that drains onsite.

- ___13. Proposed retaining walls/rockeries (indicate approximate heights).
- ___14. Disturbed area - approximate (identify on the plan and label quantity in square feet).
- ___15. Proposed contours - show as solid lines.
- ___16. Proposed utilities - identify type and size.
- ___17. Approximate quantities of cuts and fills, in cubic yards.
- 18. Methods to be used to meet "Small Parcel" requirements in the DOE Manual (in Chapter I-2 of that Manual).

Note that the City may require plans to be prepared, stamped, and signed by a State of Washington Registered Professional Engineer.

Note, also that as-built plans need to be provided to the City after the project is complete to provide record drawings and finalize City processes.

CHAPTER 6

SMALL PROJECTS: CONSTRUCTION DOCUMENTS

Considerable flexibility exists in defining the level of plans and supporting documents needed for small project since these projects vary considerably in scope and circumstance. In general, the plans (and supporting documents, if warranted) need to define the existing and the proposed conditions, be readable, and assure the health, safety and welfare of the community. The Stormwater Engineer may require additional information and any standard for construction documents specified in this Notebook for Large Projects that the Engineer believes is appropriate to a specific Small Project. The standards for Large Project Construction Documents are outlined in Chapter 9.

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